

Standard Operating Procedure

WFF #2 Diesel Fuel Delivery Guidance

ITS-SOP-001 Version Date: 20190515

Effective Date: Date of last signature

Expiration Date: Five years from last signature

Responsible Office: Code 250, Medical and Environmental Management Division

Document Change and Review History

Version Number	Summary of Changes	Changes Made/Reviewed By	Date
1	Baseline document		08/28/2015
2	Updated baseline draft: Section 1.3: Policies, Section 2: Fuel delivery process, Appendix B	Thera Lombardi, Mark Culver	05/15/2019

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1. Introduction

This guidance will assist Operations and Maintenance Branch (O&M) personnel (Code 227) with receiving #2 diesel fuel supplied to the National Aeronautics and Space Administration (NASA, "the Agency") Goddard Space Flight Center's Wallops Flight Facility (WFF). This document complies with federally-mandated executive decisions, regulations and directives. The procedures and processes contained herein are designed to minimize disruption to facility and mission operations and ensure that the Agency's operations and services comply with the WFF Main Base and Mainland/Island State Operating Permits for its Air Program, with the provisions of the Virginia Regulations for the Control and Abatement of Air Pollution, and with the spill prevention and control requirements of the WFF Integrated Contingency Plan (ICP).

1.1 Purpose

The purpose of this guidance is to provide O&M personnel with a systematic process for receiving #2 diesel fuel at the WFF, to ensure the Agency consistently meets the documentation requirements of the WFF Main Base and Mainland/Island State Operating Permits, and the onsite contractor escort requirements of the WFF Integrated Contingency Plan (ICP). In an emergency, refer to the WFF ICP. This Standard Operating Procedure (SOP) is not intended to provide spill response guidance or procedures.

1.2 Applicable Documents

This guidance was developed in accordance with the following regulatory mandates, directives, and federal publications:

- Federal Clean Air Act (CAA) of 1963, and revisions
- Federal Clean Water Act (CWA) of 1977, and revisions
- Commonwealth of Virginia Regulations for the Control and Abatement of Air Pollution
- WFF Main Base State Operating Air Permit No. 40217, December 6, 2011
- WFF Space Flight Test Facility (Mainland/Island) State Operating Air Permit No. 40909, February 10, 2014
- American Society for Testing and Materials (ASTM) specifications
- WFF Integrated Contingency Plan, May 2014

1.3 Policies

In accordance with the CAA and the Virginia Regulations for the Control and Abatement of Air Pollution, as referenced in the WFF Main Base and Mainland/Island state operating air permits, the Agency is required to obtain certification with the following information from the #2 diesel fuel supplier for each shipment of fuel oil delivered to the installation:

- The name of the #2 diesel fuel supplier;
- The date on which the fuel shipment was delivered;
- The volume of fuel delivered to WFF in each shipment;
- A statement that the #2 diesel fuel delivered complies with the ASTM D396; and
- A statement confirming that the sulfur content of the fuel delivered is less than 0.0015%.
- A statement of confirming compliance of minimum cetane index or maximum aromatic content, in accordance with 40 CFR 80.510 (required by 40 CFR 80.511.b.2)

In accordance with the spill response and control requirements of the CWA, as referenced in the ICP, all fuel deliveries shall be met at the WFF Main Base or Mainland front gate by an O&M representative, and the delivery truck shall be escorted to each tank scheduled to be filled during the facility site visit or shipment delivery. This requirement allows the Agency to maintain fuel accountability, site security, and air emissions controls, and to ensure quick and complete spill response and clean-up as needed.

1.4 Roles and Responsibilities

This section focuses on roles and responsibilities for individuals and organizations with respect to this SOP.

1.4.1 Operations and Maintenance Branch (Code 227)

The O&M Branch is responsible for managing #2 diesel fuel operations in support of NASA missions and facility maintenance, to include fuel supply, receipt, storage, usage, and documentation. Accordingly, O&M Branch tracks fuel usage and procures additional fuel as needed, maintains the fuel storage tanks, equipment, and the spill response supplies, and is responsible for maintaining key control access to diesel fuel tanks used for heating and power generation at both the WFF Main Base and Mainland/Island installations.

1.4.2 Medical and Environmental Management Division (Code 250)

The Medical and Environmental Management Division (MEMD) is responsible for WFF environmental compliance, monthly and annual air emissions reporting, and maintaining this SOP.

2. Fuel Delivery Process

- 2.1 O&M orders #2 diesel fuel usage to support mission operations and facility requirements.
- 2.2 O&M contacts the fuel supplier and schedules a delivery when additional fuel is needed.
- 2.3 O&M meets each fuel truck at the Main Base and/or Mainland front gate upon arrival to review delivery certification documentation, per the checklist included in Appendix B, and ensure the following information is included:
 - a. Vendor name
 - b. Date of delivery
 - c. Delivery location – must indicate building and/or tank
 - d. Volume delivered – must be indicated for each building/tank (gallons)
 - e. Type of fuel – must be ultra-low sulfur diesel or 15 ppm sulfur diesel
 - f. Sulfur content – must be 15 ppm sulfur or less
 - g. Sulfur content test method – must be ASTM D396 or equivalent
 - h. Minimum cetane index or maximum aromatic content – must comply with 40 CFR 80.510 (required by 40 CFR 80.511.b.2)
 - i. Signatures – must include signatures by the vendor manager, driver, and O&M customer representative
- 2.4 If all of the above information is not included in the shipment documentation, the fuel shipment will be refused and the supply company must be *immediately* contacted to fax the proper documentation to O&M before the driver will be allowed to fill any fuel

- tanks and complete the delivery.
- 2.5** Once all of the required documentation is provided, O&M will escort the fuel delivery truck to each tank that is to be filled during the site visit.
- 2.6** O&M will unlock each fuel tank to be filled, and relock the fuel tank after the filling operations are complete, maintaining key control throughout the filling process.
- 2.7** The fuel delivery truck driver will complete, date, and sign the attached fuel certificate, attesting to the volume of fuel delivered to each tank and noting the corresponding fuel delivery ticket number. Fuel tickets must include:
- Type of fuel – must be dyed ultra-low sulfur diesel (“ULSD”) or 15 ppm sulfur diesel
 - Sulfur content – must be 15 ppm sulfur or less
 - Delivery location – must indicate building and/or tank
 - Volume delivered – must be indicated for each building/tank (gallons)
 - Date of delivery
 - Signatures – must include signatures by the driver and O&M customer representative
- 2.8** O&M will sign the attached fuel certificate, confirming receipt of the fuel delivered.
- 2.9** O&M will provide an electronic copy of the fuel tickets and fuel certification to Code 250.

3. SOP Maintenance

This SOP must be maintained by MEMD in a ready state that accurately reflects regulatory requirements, facility operational procedures, organizational structure, and policies. This SOP should be reviewed and updated annually as part of the organization’s change management process to ensure that new information is documented and contingency measures and operational procedures revised, if required. The SOP reviews should focus on the following elements:

- Regulatory requirements
- Operational requirements
- Security requirements
- Technical procedures
- Equipment and/or fuel changes
- Alternate and offsite facility operational or procedural changes
- Record-keeping and documentation requirements

MEMD should work closely with associated internal and external organizations to ensure that impacts caused by changes within interconnected organizations will be adequately addressed and reflected in the SOP.

4. Approval

X

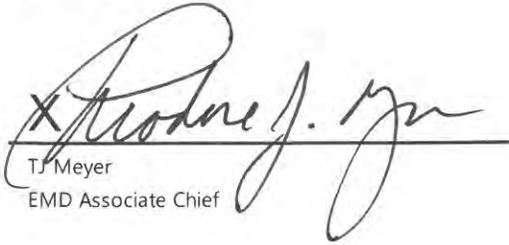
TJ Meyer
EMD Associate Chief

6/19/2019

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Signed by: cards

4. Approval

X  11/19/2019

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X

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Assistant Branch Head, Code 227

Appendix A: Acronyms

ASTM	American Society for Testing and Materials
CAA	Clean Air Act
CWA	Clean Water Act
ICP	Integrated Contingency Plan
MEMD	Medical and Environmental Management Division
NASA	National Aeronautics and Space Administration
O&M	Operations and Maintenance
SOP	Standard Operating Procedure
WFF	Wallops Flight Facility

